

DEPARTMENT REVIEW APPLICATION PROCESS

COUNTY OF SAN BERNARDINO



County Government Center
385 North Arrowhead Avenue
San Bernardino, CA 92415

Area Code (909)

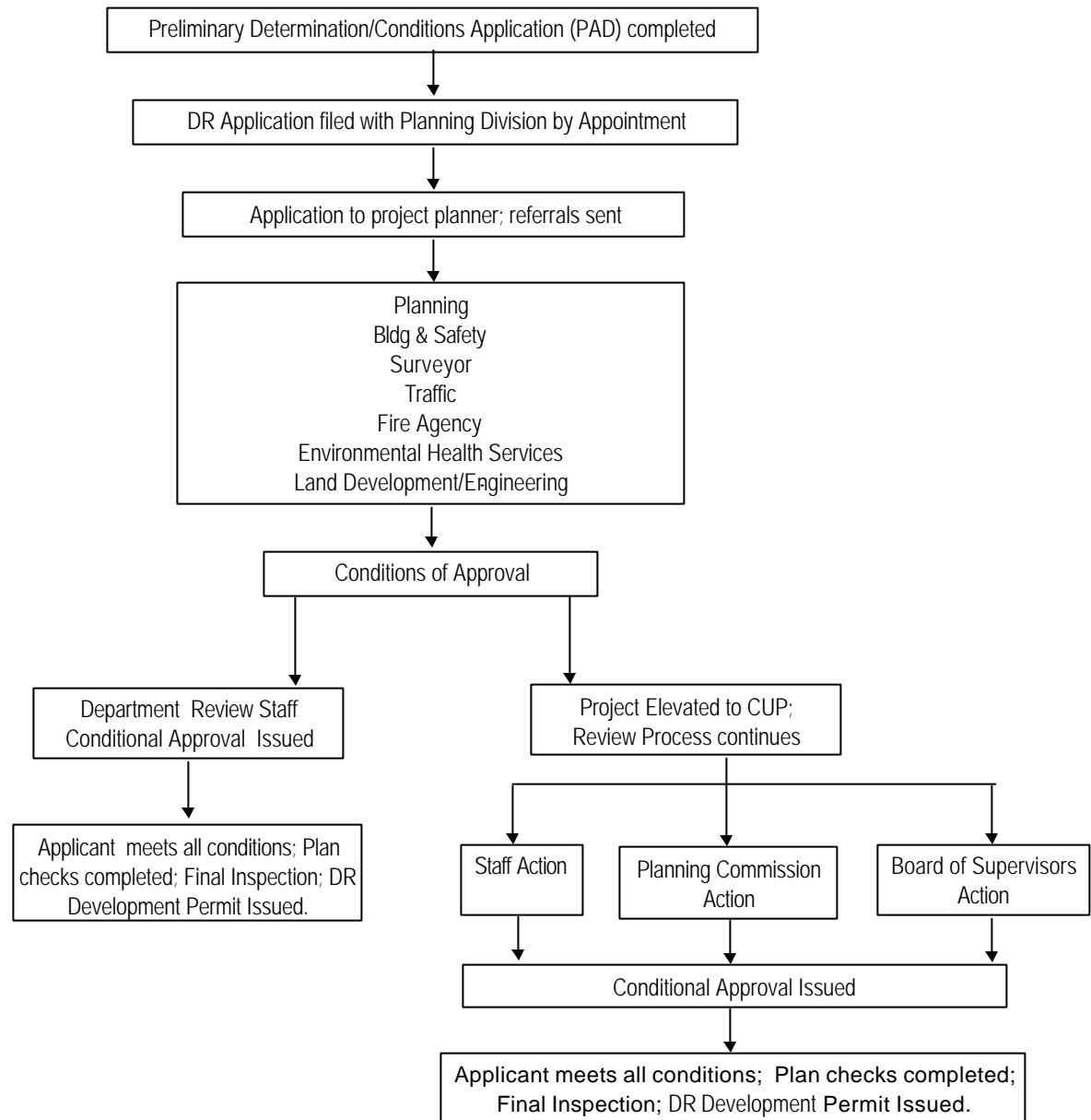
Planning Division387-4131
Public Service Counter Information..387-8311
Building & Safety Division387-4244
Environmental Health Services
Land Use Division.....387-4666
Fire Department.....387-8400
Public Works Department
Land Development/Engineering
Roads Section.....387-8218
Drainage Section387-8218
Surveyor Division
Final Map Section387-8148

North Desert Office
15505 Civic Drive
Victorville, CA 92392

Area Code (760)

Building & Safety Division241-7691
Land/Development Engineering.....243-8183
Planning Division.....243-8245

DEPARTMENT REVIEW APPLICATION PROCESS



WHAT IS A DEPARTMENT REVIEW PERMIT?

A Department Review (DR) is the process by which the County controls the location and operation of certain types of land uses. Commercial, industrial, institutional and multi-residential developments are evaluated for consistency with the County General Plan, compatibility with surrounding land uses, availability of public services, and potential environmental impacts. The DR is designed to provide ministerial review for minor projects and discretionary review for non-controversial medium scale projects.

HOW DOES THE PROCESS BEGIN?

For projects to qualify for review through the DR process, a Preliminary Determination/Conditions (PAD) application is filed with the Planning Department. After the PAD application is determined to be complete, the project is assigned to a planner who will review the proposal for environmental impacts and compliance with County development standards. Project information is also distributed to various other County departments for review and comment. Surrounding property owners are not notified of the project at this time. The applicant will be provided a preliminary set of conditions of approval and a decision declaring whether or not the project qualifies for a DR application. If a DR application is appropriate, it must be filed with the Planning Division in the same manner as the PAD application.

WHAT HAPPENS AFTER THE DR IS FILED?

Once the DR application has been filed and determined to be complete by the Planning Division, it is assigned to a planner who will review the proposal for environmental impacts and compliance with County development standards. Project information is again distributed to various other County departments for review and comment. Surrounding property owners may be notified.

HOW MIGHT THE DR BE ELEVATED TO THE CONDITIONAL USE PERMIT REVIEW PROCESS?

For a project to qualify for processing through a DR, the Planning Division confirms that the proposal satisfies the DR findings for approval. These findings are established by ordinance and stated in the County Development Code. Basically, the project cannot be controversial, must be planned for immediate development and not include phasing, can be conditioned to adequately mitigate environmental impacts, and is consistent with the policies of the County General Plan and the standards of the Development Code. Failure to satisfy the findings results in the project being elevated to the CUP process.

WHAT IS CONDITIONAL APPROVAL?

Once the project has been reviewed by County staff and found to be acceptable if certain requirements are met, conditional approval is granted. Conditional approval includes a set of "conditions of approval" which must be met or completed before the project can be finalized. These conditions might include requirements for road improvements, fire protection measures, landscaping/screening, development program fees, and permits from various County and State agencies. After all the conditions have been met, the project is released for use/occupancy and a Department Review Permit will be issued to the applicant.

HOW LONG DOES THE REVIEW PROCESS TAKE?

Most DR applications take from 1 month to 3 months to process. Processing time depends upon the size and nature of a project.

WHAT CAN I DO TO SIMPLIFY THE REVIEW PROCESS?

You can simplify the DR application review process by carefully *reading* and completing the application package, discussing the project with County staff as questions arise, and responding *promptly* to all requirements.

WHO CAN I GO TO FOR HELP?

For general information and assistance, contact the planner at the Public Information Counter located on the first floor of the County Government Center or at the Planning Division Office in Victorville.

For an appointment to file the application, contact the Planning Division Land Use Technician located on the third floor of the County Government Center at (909) 387-4131.

For project-specific questions after the application has been accepted, contact the planner assigned to the project.

WHAT ARE THE COSTS OF THE DR APPLICATION?

The Preliminary Determination/Conditions application fee for Planning is \$830.00 which includes a \$40.00 Fire Agency review fee.

The Department Review application fee is \$2,365.00. Applicants should check with other County departments for additional review fees which may be required. Possible additional fees are described in the DR Application.